

MANAGEMENT CONTROL AGREEMENT
(template)
Between the
(criminal justice agency name here)
And the
(information technology dept. name here)

1. PURPOSE

The purpose of this Management Control Agreement (MCA) between _____ and _____ is to enumerate the terms, conditions, duties and responsibilities of each entity regarding the installation, operation and maintenance of criminal justice information technology located at _____. Additionally, to provide appropriate security for state and federal criminal justice systems under the supervision of _____.

2. SCOPE

The MCA applies to all systems and networks supporting the data of _____. Security shall include consideration of personnel, site, system and data.

3. RESPONSIBILITIES

A. Personnel

A background investigation including state and federal fingerprint-supported criminal history record checks, checks against state and national fugitive files must be completed for each prospective employee who may become and authorized user and operate or have access to systems and data.

Review of criminal history of persons arrested for a felony or high misdemeanor offense will disqualify a person from becoming an authorized user and operating or having access to systems and data.

A current list of authorized users will be maintained by _____.

4. SECURITY

A. Site Security

To the extent possible, all computer components and peripherals physically or logically connected to systems and data must be partitioned from non-criminal justice systems and data. Systems and data must be screened against unauthorized access, use and observation. Where systems and data are not situated in a separate, dedicated area, staff in such areas will be screened in accordance with all applicable policies.

B. System Security

Access to systems and data is permitted for the scope of work that is necessary in connection with the operation, support and maintenance of such systems.

C. Data Security

_____, shall provide for the secure storage and/or disposal of all hardware, including drives and other media associated with CJIS data.

5. AGREEMENT PERIOD

The MCA remains in full force and effect, unless jointly terminated by both parties. The MCA may be modified upon joint agreement of both parties.

It is hereby agreed that the terms and conditions contained in this Management Control Agreement have been accepted by the officials signed names below, who are bound by the terms and conditions of this MCA.

(Criminal Justice Agency Rep)

Date:

(IT Rep)

Date: